

Office Assistant 1 (NY HELPS)  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254027>

Downloaded On: Jul. 1, 2025 11:36pm

Posted Mar. 5, 2025, set to expire Jul. 3, 2025

<b>Job Title</b>	Office Assistant 1 (NY HELPS)
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 5, 2025
<b>Application Deadline</b>	11/08/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6053404">https://apptrkr.com/6053404</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Office Assistant 1 (NY HELPS)**

**Position Information**

**Position Title:** Office Assistant 1 (NY HELPS)

**Department:** The University at Buffalo

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/54042>

**Job Type:** Varies

**Posting Detail Information**

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## Position Summary

Step into the role of an **Office Assistant 1** at the [University at Buffalo](#). As the face of our exceptional service team, you'll lead the way in setting up seamless processes, ensuring personalized interactions, and demonstrating computer skills. Join our team and make every customer interaction memorable!

You'd be a great fit if you like:

- Keeping records and calendars
- Retrieving and compiling information
- Performing basic arithmetic calculations
- Mail, supply, and inventory functions
- Creating and assisting in the preparation of reports, documents, charts, graphs, and tables
- Answering telephones, questions, and assisting customers
- Ensuring personalized interactions with a diverse population

If this sounds like you, we invite you to [apply](#)!

This is part of the **New York Hiring for Emergency Limited Placement Statewide (NY HELPS)** program. The nature and variety of the activities depend on the area in which the position is assigned.

## Additional Information:

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).
3. Begin your career with us through the [NY HELPS](#) program.

KEYWORDS: Business

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

## Minimum Qualifications

*This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).*

**Non-competitive (NY HELPS):**

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There are no minimum qualifications for this position.

OR

**Competitive (NON-NY HELPS):**

- **Transfer Eligibility Requirement:** You must have a current permanent appointment with a minimum of 1 year of service in a position of the same title or transferable title.
- **Reassignment Requirement:** You must hold the same title at the University at Buffalo.
- **Reinstatement Requirement:** You must be a former state employee to request reinstatement to the title that was held (or transferable title).

**Salary Range**

\$36,232

**Special Instructions Summary**

**Is a background check required for this posting?**

Yes

**Contact Information**

**Contact's Name:** Human Resources

**Contact's Pronouns:**

**Contact's Title:**

**Contact's Email:** ub-jobs@buffalo.edu

**Contact's Phone:** 716-645-5627

**Posting Dates**

**Posted:** 11/08/2024

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University at Buffalo

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